

**CITY OF CINCINNATI - DEPARTMENT OF FINANCE
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Finance	Internal Audit		79-48	Claim Vouchers (w/invoices) interdepartmental billing	10 years	Paper	12/15/1999	Wagner, Francis X.
Finance	Internal Audit		79-1	ACCIDENT REPORTS (report of damage to city property, including report, invoices, collection letters, repair orders and index)	3 years after claim is settled	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-2	ACCOUNTS RECEIVABLE REGISTER (ledger indicating accounts receivable to the City)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-3	ADDITIONS TO STORES (print-out)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-4	ANNUAL BUDGET REPORT (report to the County Auditor; includes Annual Appropriation Resolution)	Permanent	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-5	ANNUAL FINANCIAL REPORT (One copy of each report)	Permanent	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-6	ANNUAL REPORT - DIRECTOR OF FINANCE (record copy sent to Municipal Library)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-7	ANNUAL REPORT - FINANCE DEPARTMENT DIVISION (record copy of each report to Municipal Library)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-8	APPROPRIATIONS ACCOUNT LEDGER	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-9	AUDIT REPORT OF STATE EXAMINER	Permanent	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-10	BIDS AND BID COMPUTATIONS	3 Years, provided audited	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-11	CANCELLATIONS (print-out)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-12	CASH RECEIPTS & DISBURSEMENTS REGISTERS (register of all receipts and disbursements of City funds: daily, monthly distribution by department)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-13	CASH RECEIPTS REPORT (all reports of cash received by City departments including Cashier's reports)	10 Years	Paper	04/17/1979	Wagner, Francis X.

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Finance	Internal Audit		79-14	CITY BULLETINS (for this division - record copy in Municipal Library)	Current Year	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-15	CLASSIFIED EXPENSE REPORT (print out of classified expenditures)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-16	COMPARATIVE STATEMENT OF REVENUE AND EXPENDITURES	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-17	CONTRACTS (copies of all City contracts ORC 2305.06)	15 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-18	CORRESPONDENCE (general letters and memos)	5 Years, then review for disposal	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-19	DAILY CERTIFICATION (print-out)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-20	DAILY REPORT OF THE CITY TREASURER (daily report of cash received by City Treasury)	10 Years, provided audited	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-21	DOCUMENT FILES & INDEX (includes deeds, easements and leases)	Permanent	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-22	ENCUMBRANCE LEDGER (print out of expenses encumbered by City)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-23	FINAL COST STATEMENTS (report of final costs of City projects - record copy in Engineering Accounts section)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-24	FUND CONTROLLING ACCOUNT LEDGER	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-25	GENERAL LEDGER (general fund ledger of disbursements)	Permanent	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-26	GENERAL WARRANT REGISTER (print-out listing all warrants issued)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-27	INTERDEPARTMENTAL BILLING REGISTER (print-out showing interdepartmental billings in City government)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-28	INVOICES	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-29	LICENSED WEIGHER BONDS	3 Years after expiration, provided audited	Paper	04/17/1979	Wagner, Francis X.

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Finance	Internal Audit		79-30	MEMORANDUM OF PROPERTY ACCOUNTS LEDGER (1928-1954)	Permanent	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-31	MILEAGE REPORTS/TRAVEL EXPENSE REPORTS	Until Audited	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-32	MINUTES - TREASURY INVESTMENT BOARD	Permanent	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-33	NET REVENUE STATEMENT (print-out of City revenues)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-34	ORDINANCES & RESOLUTIONS (copies of City ordinances & resolutions - record copy in Clerk of Council's Office)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-35	PARKING FACILITY RECORDS (cash receipt reports, fund ledgers, warrant ledgers, receipt ledgers, etc.)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-36a	PAYROLL RECORDS: AUTHORIZATION CARDS (to withhold union dues, hospital care deduction, and credit union deductions)	2 years after cancellation of authorization	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-36b	PAYROLL RECORDS: PAYROLL REGISTERS (print-out of payroll information: payroll attendance reports, overtime analysis, paid absences, payroll deduction register, payroll refund register, pension payroll report, and year-to-date summaries - permanent record in Retirement System)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-36c	PAYROLL RECORDS: PERSONNEL CHANGE SHEET (indicates changes in rate of pay, employee's position, address, etc. - record copy in Personnel Department)	2 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-36d	PAYROLL RECORDS: REPORT OF SEPARATION FROM PAYROLL	3 Years	Paper	04/17/1979	Wagner, Francis X.

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Finance	Internal Audit		79-36e	PAYROLL RECORDS: W-2 (permanent record - Year-To-Date Payroll Register - in Retirement System)	5 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-36f	PAYROLL RECORDS: VOUCHERS - PAYROLL	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-37	PERFORMANCE BONDS (bonds on City officials and employees - ORC 2305.12)	10 Years after expiration of bond	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-38	PERSONNEL FILES (for this Division only - record copy in Personnel Department)	3 Years after termination of employment	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-39	REAL ESTATE RECORD (1926)	Permanent	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-40	RECEIPTS (cash receipt records from all City Departments)	Until Audited	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-41	REPORTS - MONTHLY & QUARTERLY (fund reports, monthly gross receipts, quarterly expense reports, etc.)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-42	REPORTS - INTERDEPARTMENTAL (receipts and expenditures: gas disbursements report, register of interdepartmental billings, equipment rental billings, etc.)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-43	STATE EXAMINER'S REPORT (print-out for use by State examiner: voucher index, statement of balance, transactions, and net revenue statement)	Until Audited	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-44	STATEMENT OF BALANCES	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-45	TAX RECEIPTS (receipt for taxes paid by City to County Treasurer)	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-46	TRANSACTION REGISTER	10 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-47	WARRANTS PAID - DAILY EXPENDITURES (print-out listing daily expenditures)	15 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Internal Audit		79-48	VOUCHERS (for payment of City bills; invoices and packing slips may be attached)	15 Years	Paper	04/17/1979	Wagner, Francis X.
Finance	Income Tax Bureau		79-1	ACTIVITY REPORTS (employee's report of work accomplished for department)	Current + previous 2 years	Paper	01/01/1979	Jaeger, Bruno

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Finance	Income Tax Bureau		79-2	ANNUAL REPORT (for this division - record copy in Municipal Library)	5 Years; send copy to Municipal Library	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-3	ANNUAL BUDGET (for this division)	5 Years	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-4	CASHIER'S REPORT (for this division)	Until audited	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-5	CASH RECEIPTS REPORTS (for this division)	Until audited	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-6	CITY BULLETINS (for this division - record copy in Municipal Library)	Current Year	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-7	CLAIM VOUCHERS (for this division)	Until audited	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-8	COMPLIANCE FILES (ORC 718.06-delinquent accounts, pending suits, & collection agency files)	6 Years after case is settled	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-9	COMPLIANCE PAYMENT CARDS (records of payment of delinquent taxes)	6 Years after account is paid in full.	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-10	COMPUTER PUNCH TAPES (taxpayers' payment records)	6 Months	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-11	CORRESPONDENCE (general letters & memos)	Review annually for disposal.	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-12	INCOME TAX FILES (contain application, Forms D-1, Q-1, R, audit form, & correspondence)	5 Years. Purge files of unrelated correspondence at time of audit by Tax Division	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-13	MASTER CONTROL CARDS - ALPHA CARDS (contain pertinent information on accounts: name, address, date of first payment, etc.)	Retain until card is superseded (new card filed) or 5 Years after account is deleted/closed	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-14	MINUTES OF THE BOARD OF REVIEW	Permanent	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-15	NOTICE OF CHANGE OF ACCOUNT (blue slips filed alphabetically by name, & indicating all changes to account)	Retain until change is accomplished	Paper	01/01/1979	Jaeger, Bruno

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Finance	Income Tax Bureau		79-16	NUMERIC ACCOUNT BOOK (computer printout showing active & deleted accounts)	Retain until superseded or revised	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-17	PAYROLL VOUCHERS (for this division - record copy in Accounts & Audits)	Until audited	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-18	PURCHASE ORDERS (for this division - record copy in Purchasing Department)	Current + previous year	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-19	REPORTS QUARTERLY & MONTHLY	5 Years	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-20	REQUISITIONS (for this division - record copy in Purchasing Dept.)	Current + previous year	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-21	SOLICITOR'S OPINIONS (for this division - record copy in Law Dept.)	Permanent	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-22	TRAVEL EXPENSE VOUCHERS (for this division - record copy in Accounts & Audits)	Until audited	Paper	01/01/1979	Jaeger, Bruno
Finance	Income Tax Bureau		79-23	W-2 Forms (Employer's W2 & W3 forms submitted to Bureau; CMC 311-53)	5 Years	Paper	01/01/1979	Jaeger, Bruno
Purchasing	Administrative Division		79-1	ANNUAL REPORT - (of this department - record copy sent to Municipal Library)	1 copy Permanently	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-2	ANNUAL BUDGET (for this department)	3 Years	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-3	ATTENDANCE REPORTS (for this department: record of attendance, vacation, & sick leave)	Current + 3 previous years	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-4	BID DOCUMENT FILES (includes bid, specifications, price data, correspondence, and may include copy of contract)	6 Years	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-5	CITY BULLETIN (for this division)	Current Year	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-6	CLAIM VOUCHERS (for this department - record copy in Finance Department)	Current + Previous year	Paper	04/18/1979	Rome, George

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Purchasing	Administrative Division		79-7	COMMODITY CARDS (summary of previous purchases, filed alphabetically by type of commodity, showing reference number, date of purchase, vender, and cost)	6 Years	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-8	CORRESPONDENCE (general letters and memos)	Review annually for disposal	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-9	MAILING LIST APPLICATIONS (vendor's request to be placed on city mailing list)	Until obsolete or superseded	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-10	MATERIALS & PERFORMANCE TEST RECORDS (analysis of quality of items purchased by the city)	6 Years, then review for disposal	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-11	PAYROLL REGISTER (for this department - record copy in Finance Department)	Current + Previous year	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-12	PERSONNEL FILES (for this department: folders and cards with employment record - record copy in Personnel Department)	1 Year after termination of employment	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-13	PREVAILING WAGE PROGRAM FILES (filed alphabetically by project name with subcontract approval form, project proposal form, project classification form, contractor eligibility form, contractor's payrolls, employee interview form, etc.)	3 Years, then review for disposal, provided project audit is complete	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-14	PURCHASE ORDERS (white copy, filed numerically)	6 Years	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-15	REQUISITIONS (filed by city department or division)	3 Years	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-16	SOLICITOR'S OPINIONS (for this department - record copy in Law Department)	5 Years, then review for disposal	Paper	04/18/1979	Rome, George
Purchasing	Administrative Division		79-17	SPECIFICATION FILES (standardized guidelines for the purchase of specific city items)	Until obsolete or superseded	Paper	04/18/1979	Rome, George
Finance	Income Tax Division		00-1	ACTIVITY REPORTS -employee's report of work accomplished	Current + 2 previous years	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-2	ANNUAL REPORT	5 Years	Paper	10/26/2000	Richter, Teresa M.

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Finance	Income Tax Division		00-3	ANNUAL BUDGET	5 Years	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-4	CASHIER'S REPORT	Until Audited	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-5	CASH & RECEIPTS REPORTS	Until Audited	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-6	CITY BULLETINS	Current	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-7	CLAIM VOUCHERS	Until Audited	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-1	ACTIVITY REPORTS -employee's report of work accomplished	Current + 2 previous years	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-2	ANNUAL REPORT	5 Years	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-3	ANNUAL BUDGET	5 Years	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-4	CASHIER'S REPORT	Until Audited	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-5	CASH & RECEIPTS REPORTS	Until Audited	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-6	CITY BULLETINS	Current	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-7	CLAIM VOUCHERS	Until Audited	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-8	COMPLIANCE FILES (ORC 718.06-delinquent accounts)	Until paper is scanned or electronic file is saved to disk	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-9	COMPLIANCE FILES - Electronic	6 Years after case is settled	Optical disk	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-10	COMPLIANCE PAYMENT RECORD	6 Years after case is settled	Optical disk	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-11	CORRESPONDENCE	Review annually for disposal	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-12	INCOME TAX FILES	Until paper is scanned or electronic file is saved to disk	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-13	INCOME TAX FILES - Electronic	5 Years	Optical disk	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-14	MINUTES OF THE BOARD OF REVIEW	Permanent	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-15	NOTICE OF CHANGE OF ACCOUNT	Until change is accomplished	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-16	NUMERIC ACCOUNT BOOK	Until superseded	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-17	PAYROLL VOUCHERS	Until Audited	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-18	PURCHASE ORDERS	Current year + previous year	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-19	REPORTS-QUARTERLY & MONTHLY	5 Years	Paper	10/26/2000	Richter, Teresa M.

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Finance	Income Tax Division		00-20	REQUISITIONS	Current year + previous year	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-21	SOLICITOR'S OPINIONS	Permanent	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-22	TRAVEL EXPENSE VOUCHERS	Until Audited	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-23	W-2 FORMS	Until paper is scanned or electronic file is saved to disk	Paper	10/26/2000	Richter, Teresa M.
Finance	Income Tax Division		00-24	W-2 FORMS-Electronic	5 Years	Optical disk	10/26/2000	Richter, Teresa M.
Finance	Treasurer's Office		84-0001X	Admission Tax: Applications	3 Years after expiration	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0002X	Admission Tax: Assessments	6 Years	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0003X	Admission Tax: Audit Reports	6 Years	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0004X	Admission Tax: Bonds	Permanent	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0005X	Admission Tax: Exemptions	3 Years after expiration	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0006X	Admission Tax: Returns	4 Years	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0007X	Annual Report of this division (record copy Municipal Library)	10 years, then send one copy to State Archives, Ohio Historical Society	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0008X	Armored Car Shipment	3 Years	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0009X	Bank Deposit Slips - validated copy	3 Years provided audited	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0010X	Bank Deposit Statements & Reconciliations	6 Years provided audited	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0011X	Bonds and Coupons	3 Years after issue is paid provided audited	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0012X	Bond Register/Record (record of all bonds issued & redeemed)	Permanent	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0013X	Cancelled Checks & Registers: General Account	15 Years	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0014X	Cancelled Checks & Registers: Off Street Parking Fund Accounts	15 Years	Paper	6/12/1984	Volpe, Ed
Finance	Treasurer's Office		84-0015X	Cancelled Checks & Registers: Payroll Accounts	6 Years (register 3 years)	Paper	6/12/1984	Volpe, Ed